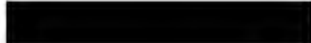


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O B J E C T I V E S O F T H I S P R O P O S A L

I

TO OUTLINE A METHOD FOR IMPROVING COMMUNICATIONS  
BETWEEN HEADQUARTERS AND FIELD STATIONS (FOREIGN



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II

TO SHOW HOW THESE METHODS CAN BRING  
ABOUT A FINANCIAL SAVINGS TO THE AGENCY

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transmitting meaning between individuals.<sup>1</sup>

## A MORE EFFICIENT COMMUNICATIONS SYSTEM

With the recent availability of low cost video tape equipment, both fixed and portable, a new approach to the problem of increasing the effectiveness of our communications has presented itself. Not only is it now possible to make our communications system more effective but we now have offered us a means whereby we can greatly reduce the actual costs involved in the process of communications.

This proposal will be directed toward those methods of communications handled via courrier, e. g. , reports, technical information, technical and non-technical instructions, briefings, etc. , and that information communicated via Agency personnel on TDY.

The speed at which video communications can be achieved allows the instigator of a message to produce it in transmittable form (on tape, to be transmitted via courier) within an extremely short period of time, within minutes in many cases.

The value of written communications backed up by visual and audio means has been apparent since the study of communications began. In the use of written communications alone, follow-ups, inquiries, misunderstandings, and requests for additional visual aids such as graphs, charts

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<sup>1</sup>Mass Communications,

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etc., and/or for the sending of personnel to the field (on TDY) for clarification purposes, have become part of the communications process which has helped put the high price tag on our communications system today. The need for sending personnel on TDY to assure effective communications alone, runs into hundreds and more often thousands of dollars... per trip.

In view of these facts consider the advantages which would be gained with the implimentation of Video Communications to only a few examples from a vast number of situations which could be made more effective through Video Communications; alone or in conjunction with present methods):

1. Any communications requirement requiring transmittal of; charts, graphs, photos, etc., in order to more fully explain a situation.
2. Communications dealing with Security problems which involve Agency personnel abroad, e. g., interviews between the Field Security Officer and the individual/s concerned.
3. Communication of instructions (technical) to field technicians involving such matters as equipment installation, equipment use, equipment modification, troubleshooting, etc.
4. Communications with Case Officers on such matters as techniques (psychological) to be used with a specific Agent.
5. Communications dealing with reports on the personnel characteristics of an Agent or prospective Agent. These could be highly enhanced through Video recordings of talks between the C. O. and the Agent or prospective Agent. This, of course, being done when the subject can be brought to a Secure Location, e. g., [REDACTED] safe house. 25X1C
6. Communication of Lectures or talks by Headquarters personnel to all personnel at a Field Station.
7. Communications between Headquarters Staff personnel and Field Staff personnel (audio-visual support of the every-day written message).
8. Communicating the results of Staff meetings held at Headquarters with associated Staff members abroad. Entire Staff meetings may be recorded, either within the originators own Dept. or in a Video Communications Conference room.

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9. [REDACTED] briefings of non-Agency personnel going abroad and/or to various International Conventions, where the briefings are of a Scientific or Specialized nature. Here direct audio/visual communications can emanate directly from the Headquarters Specialist or Specialists involved.

10. Communications with various Contract Firms in the United States involving information of a Specialized and/or Scientific nature. The presentation of such Video Communications being handled through the

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[REDACTED] Field Officer.

11. Recording and Communicating ELINT information unrecordable by normal methods (due to bandwidth limitations of present instrumentation recorders). In my understanding this is presently lacking in that it has only been obtainable in the past through use of High Speed Photography where the procedures involved are complex, the process expensive and time consuming, and the results varying in quality according to the abilities of the particular technician using the equipment. If the film is developed improperly it is usually impossible to re-photograph the signal and the information is lost completely. This would also apply with the use of poloroid equipment which cannot produce a real time (continuous) document. This information can be successfully recorded with very little effort using Video Tape techniques while at the same time giving the technician the capability of visually monitoring

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his results as he records. The necessity of "processing" is eliminated and thus the recorded information is immediately available for transmission to Headquarters.

12. Communications of various operating techniques to an Agent where Identity-discloser of the C. O. is not desired. An overt employee at Headquarters could be used to explain and/or demonstrate the techniques to be employed and a third party used to present the Video message to the Agent.
13. Communication of training films. In this case the original film would remain at Headquarters and Video Tape recordings sent abroad. The recording of 16mm or 35mm film may be produced either through the Kinoscope process or through the use of a rear-projection screen. Duplicate tapes may be made where it is desirable to send film simultaneously to two or more locations.
14. Etc. ....

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A MORE EFFICIENT  
COMMUNICATIONS SYSTEM (CONT'D)

Considering only these few examples where V. C. could be applied within the Agency it becomes apparent that through organized employment of a Video Communications System within the Agency a more effective communications system between Headquarters and its Field Stations could be established and the cost of communications thus greatly reduced; eliminating lengthy and costly follow-ups and reducing need for excessive TDY trips.

Albeit there are many advantages associated with a Video Communications system that would only become apparent if the system were well organized and properly controlled. To be effective it would have to be used. . . . and to be used it would have to be readily available to its recipients, expendant, and require a minimum amount of effort on the part of its recipients. It would have to be systematic and versatile and under present Governmental circumstances (Government cuts in Expenditures) it would have to be programmed whereby a minimum amount of money would be called upon for its initiation while still providing for a program of expansion.

Following is a drawing showing a theoretical Video Communications installation within Headquarters and an outline indicating the steps an

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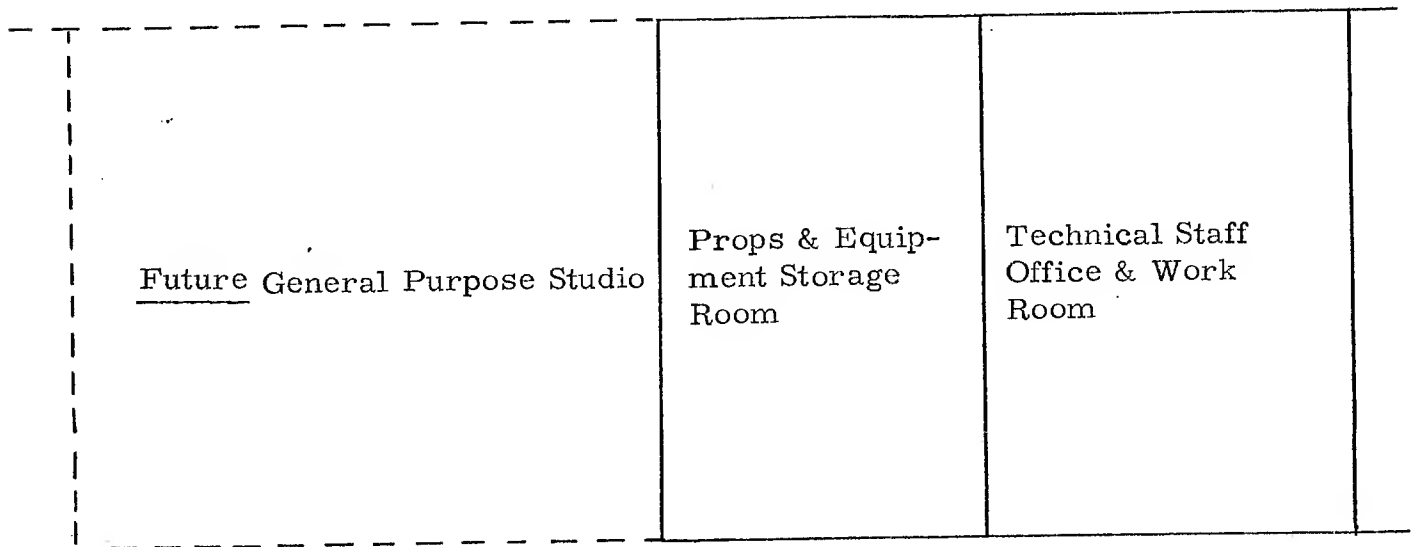
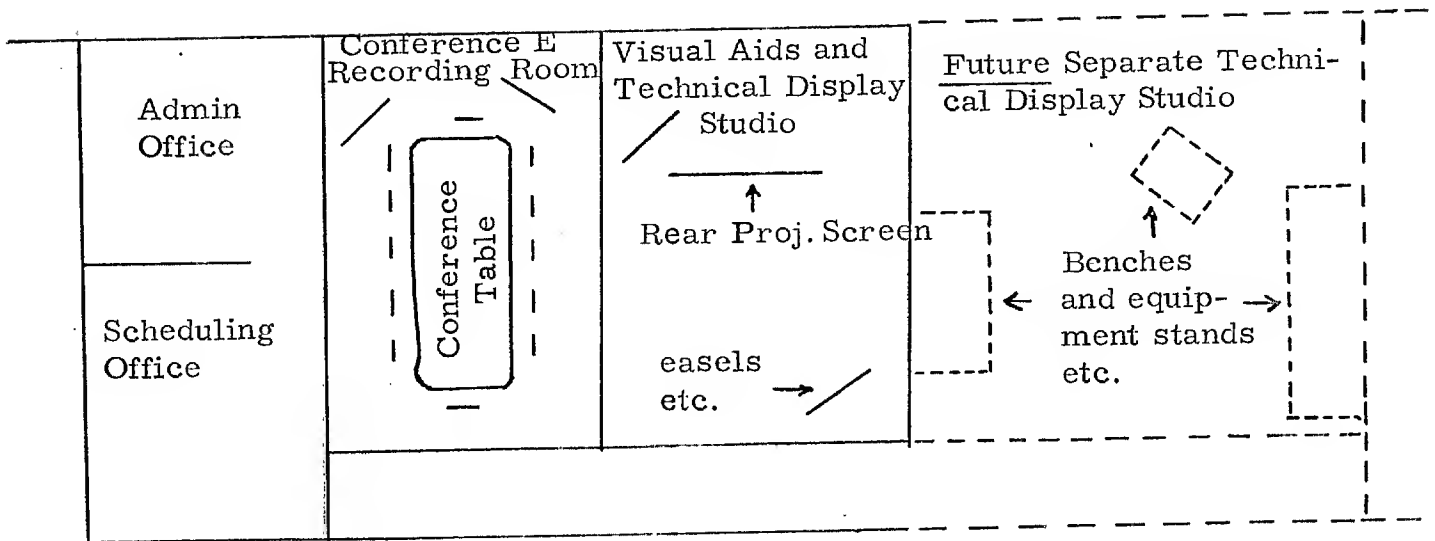
initiating Officer would follow in utilizing the system followed by a listing of equipment needed for initiating a video communications dept. along with the approximate cost. NOTE: Additional equipment is presently available within the Agency.

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POSSIBLE FLOORPLAN FOR A  
HEADQUARTERS V. C. CENTER



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STEPS FOR INITIATING  
VIDEO COMMUNICATIONS

1. The Initiating Officer outlines the following information and gives it to the Office of Video Communications Scheduling Officer;
  - a. Approximate length of message to be recorded
  - b. Studio to be used, i. e., Conference room, Technical studio, or Visual Display studio (or a request for the use of a portable unit).
  - c. Equipment and/or visual aids to be used in the presentation.
2. The Scheduling Officer schedules the time and the studio to be used for the recording.
3. The O. V. C. Technical Staff prepares the studio and supervises the recording.

Recording of message is shot straight, i. e., utilizing pre-established techniques so that the message may be recorded in a minimum amount of time.
4. The scheduling Officer then acts as a Traffic Manager, disseminating the tape for subsequent delivery to the Field Station/s.

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5. For presentation of incoming messages the Scheduling Officer contacts the receiving party and schedules a time for its showing (unless, of course, the receiving party has its own Video Playback unit within its own department).

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BASIC EQUIPMENT COST

(EQUIPMENT NOT PRESENTLY AVAILABLE WITHIN THE AGENCY)

I. HEADQUARTERS (Minimum Requirements)

1. V. T. Recorders - - - - -	-two	\$6,000
2. V. T. Cameras - - - - -	-four	<u>3,000</u>
		9,000

II. FIELD STATION UNIT (One Unit)

1. V. T. Recorder - - - - -	-one	\$3,000
2. V. T. Cameras - - - - -	-two	<u>1,000</u>
		4,000

TOTAL \$13,000

(All other major equipment is available within the Agency.)

NOTE: Items 1 and 2 of I are on hand within the Agency but are presently being utilized by OTR.

PERSONNEL REQUIREMENTS

(HEADQUARTERS PERSONNEL REQUIRED FOR INITIAL PROGRAM)

1. Department Head/Security Officer - - - - -	1
2. Chief Technician/Asst. Dept. Head - - - - -	1
3. Technicians/Recording Personnel - - - - -	4
4. Secretary/Scheduling & Traffic - - - - -	1
total	<u>7</u>

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